

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE
SUPERCEDES SCHEDULE NO. 1227

Schedule No. 2116

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Agency: Maryland Department of the Environment Division/Unit: Water Management Admin – Water Quality Infrastructure Prog

Item No.	Description	Retention
1	<p><u>Pre-Application:</u> These files contain pre-applications, rating and ranking documentation, priority lists, grant/loan offers, comments and requests for additional information, and other correspondence related to pre-application submittal.</p>	Retain for three (3) years after submittal, then destroy.
2	<p><u>Needs Survey and Supported Documentation:</u> A computer generated needs survey of projects for the next five years and its supported documentation as specified by the US Environmental Protection Agency (EPA).</p>	Retain until after EPA approval of two subsequent surveys, then destroy, which means that WQIP would have two approved surveys at all times.
3	<p><u>Annual Funding Lists:</u> These files include EPA approved Annual Intended Use Plans of projects to be funded by State Revolving Loan Fund in a given fiscal year, Bond Bills approved by the Maryland General Assembly for projects to be funded by State Grants, and approved federal appropriations for federally funded projects.</p>	Retain for one (1) years after all projects on a list are completed and administratively closed, then destroy.
4	<p><u>Engineering/Technical Documents:</u> These files include facility plans, engineering reports, schematic design, and detailed plans and specifications of funded projects.</p>	Retain for one (1) year after a project is completed and administratively closed, then destroy.
5	<p><u>Environmental Reviews Documents:</u> These files include State Environmental Review Process (SERP), National Environmental Policy Act (NEPA) documents, clearinghouse, Growth Management/Smart Growth reviews, other federal and state agency comments, public comments, responses to the comments and other related documentation and correspondence.</p>	Retain for one (1) year after a project is completed and administratively closed, then destroy.

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE
(Continuation Sheet)

Schedule No. 2116

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Agency Maryland Department of the Environment Division/Unit Water Management Admin – Water Quality Infrastructure Prog

Item No.	Description	Retention
6	<p><u>Funded Project Files:</u></p> <p>These files include pre-applications, applications, environmental reviews documents (item 5 above), funds conditions, funds agreements, Board of Public Works approvals of funds, payment request and approvals, funds balance, contracts review sheets and approvals, contract change orders and amendments approvals, construction monitoring reports, and other correspondence and documents related to funded projects and their expenditures.</p>	Retain at WQIP for one (1) year after a project is completed and administratively closed. If a project is appealed, then retain for one (1) year after the resolution of the appeal. Retain both groups of records for an additional twenty (20) years at the State Record Center, then destroy.
7	<p><u>SRF Loan Files:</u></p> <p>These files include copies of Project Priority List and Intended Use Plan pages that project is on, final loan application and agreement, loan origination and legal documents, borrower's organizational charts, and correspondence to and from borrower/legal offices leading up to loan execution. Also files include duplicate copies of what's in funded project files (item 6 above): environmental review documents, pre-application, contract approval letters, and Board of Public Work approval of the loan.</p>	Retain for the life of the loan (usually 20 years), then destroy.

Scheduled Approved by Department, Agency, or Division Representative.

Date

Signature Walid M. Salfouh

Typed Name Walid M. Salfouh

Title Division Chief

Schedule Authorized by State Archivist

Date JUN 19 2001

Signature Edward C. Papenfuss

INSTRUCTIONS -TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY Page 1 Of 1	
1. DEPARTMENT/AGENCY Environment		2. DIVISION Water Management Administration		3. UNIT Water Quality Infrastructure Program (WQIP)	
DEFINITION - Records series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. RECORDS SERIES TITLE Permits and Approvals				5. EARLIEST YEAR / LATEST YEAR 1976 TO Present	
6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series). Water and sewer comprehensive plan reports, plans and specifications, Priority Funding Area maps, approval and comment letters, legal size documents, water and sewer construction permits and condition.					
7. RECORD SERIES FORMAT(S) <div style="display: flex; justify-content: space-between;"> <div> <input checked="" type="checkbox"/> Letter Size <input checked="" type="checkbox"/> Legal Size <input checked="" type="checkbox"/> Bound Book Audio Tape <input checked="" type="checkbox"/> Other (Specify) Maps and drawings </div> <div> <input checked="" type="checkbox"/> Microfilm <input checked="" type="checkbox"/> Computer Tape Floppy Disk Video Tape </div> </div>		8. RECORD SERIES SEQUENCE <div style="display: flex; justify-content: space-between;"> <div> <input checked="" type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numerical Chronological <input checked="" type="checkbox"/> Geographical Other (Specify) </div> </div>		9. VOLUME <div style="display: flex; justify-content: space-between;"> <div> 50 _____ Number </div> <div> <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (Specify) </div> </div>	
11. FILE IS USED <div style="display: flex; justify-content: space-between;"> <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly </div>		12. FILE BECOMES INACTIVE AFTER <div style="display: flex; justify-content: space-between;"> <div> _____ Number </div> <div> Month(s) </div> <div> Year(s) </div> </div>			
13. CURRENT LOCATION(S) (Bldg., Floor, Room) MDE Baltimore Central Office		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) <div style="display: flex; justify-content: space-between;"> <input checked="" type="checkbox"/> Yes Counties and Baltimore City offices <input type="checkbox"/> No </div>			
15. ACCESS RESTRICTIONS If yes, cite law(s) & regs <div style="display: flex; justify-content: space-between;"> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No </div>		16. AUDIT REQUIREMENTS <div style="display: flex; justify-content: space-between;"> <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent </div>			
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any software/hardware) <div style="display: flex; justify-content: space-between;"> <input checked="" type="checkbox"/> Yes Unique permit numbers are assigned <input type="checkbox"/> No </div>		RECOMMENDED RETENTION 4 years to permanent records			
19. NAME AND TITLE OF PREPARER Walid Saffouri, Division Chief		20. TELEPHONE NUMBER (410) 631-3757		21. DATE <div style="font-size: 1.5em; font-weight: bold;">JUN - 7 2001</div>	